
RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE FOR THE

DDM&S - Regulations Control Branch



Approved For Release 2005/11/21 : CIA-RDP78-00487A000100150004-3

SCHEDULE NO.

STAT

CONCURRENCE

OFFICE, DIVISION, BRANCH

DEPUTY DIRECTOR SUPPORT - REGULATIONS

8 April 1958

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
12	<p>REGULATIONS SUBJECT FILE</p> <p>This file contains material which reflects the policies and procedures as they relate to regulations in general. The files also contain copies of correspondence and memoranda pertaining to general administrative and housekeeping functions of the group. Filed by subject title. (1955-58)</p> <p>a. Documentary material</p> <p>b. Administrative type material</p>	1.5	<p>Permanent. Disposal not authorized. Retain in current files area indefinitely.</p> <p>Temporary. Destroy after 1 year. Cut off at the end of each year and destroy one year thereafter.</p>
13	<p>COURTESY COPIES</p> <p>These constitute advance notice which is forwarded to the group whenever a revision or new regulation has been drafted within the DD/S area. Maintained for reference purposes and in planning activities for the group. Filed by issuance number or subject. (1956-58)</p>	1.0	<p>Temporary. Disposal not authorized. Incorporate with background material when a job file is initiated.</p>

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14	<p>CURRENT ACTION JOB FILE</p> <p>Consists of all regulatory material proposed for publication. File includes all drafts, correspondence, concurrences, comments, non-concurrences, editors clearances, and authentication. Filed by Issuance number. (Current)</p>	6.0	Temporary. Transfer to Completed Job File when issuance has been cancelled or published.
15	<p>COMPLETED JOB FILE</p> <p>This file consists of the current action job file plus the printers proofs, final printed documents, copy of requisitions, document receipts and other pertinent data relating to the history of each publication. Filed by issuance number. (1957-58)</p>	2.3	Permanent. Disposal not authorized. Maintain a 6 month's level; transfer oldest accumulation to the Records Center each month.
16	<p>COORDINATION COPIES</p> <p>Extra copies of issuances that are in process of coordination. These copies are retained in the event additional copies are requested during coordination period. Filed by number. (Current)</p>	1.7	Temporary. Destroy immediately after coordination is complete.
17	<p>REGULATORY ISSUANCES FILE</p> <p>These constitute the Agency record copies of regulatory issuances which have been published. They include the current and obsolete (rescinded and expired) copies; are maintained in manuals and filed according to issuance number.</p>	4.0	Permanent. Disposal not authorized. Retain in current files area indefinitely.
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18	<p>INDEX CARD FILE</p> <p>Consists of 3x5 cards containing the subject and reference number to current published issuances. File is used in answering inquiries about subject content and in preparing a published index for Agency wide use. Cards are filed alphabetically by subject and cross referenced by number.</p>	1.2	Temporary. Destroy cards when publication is superseded or becomes obsolete.
19	<p>PUBLICATIONS CONTROL CARD</p> <p>Consists of Form 574 "Publications Control", a visible index card which serves as a perpetual inventory of each numbered Agency issuance. Card contains abstract of history of each issuance and is used as a ready reference. Cards are also used as the master control of assigned numbers and to record retirement to the Records Center. Filed numerically.</p>	1.4	Permanent. Disposal not authorized. Retain in current files area indefinitely.
20	<p>DISTRIBUTION CONTROL FILE</p> <p>Consists of a record used to control the initial distribution of Agency regulatory issuances. Information recorded indicates officers to which distribution made, date, number of copies, and also number of copies held in reserve. Filed numerically under each category series. (1954-58)</p>	1.0	Temporary. Destroy when no longer needed for reference purposes.
21	<p>"CONTROLLED DISTRIBUTION" ACCOUNTABILITY FILE</p> <p>Consists of records resulting from spot checks or inventories made of "Controlled Distribution" issuances that had been previously distributed.</p>	.3	Temporary. Destroy when no longer needed for reference purposes.
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22	<p>SUPPLEMENTAL DISTRIBUTION FILE</p> <p>These are extra copies of current regulatory issuances used to fill supplemental requests. Filed by issuance number and segregated by headquarters and field.</p>	13.0	Temporary. Destroy all extra copies when issuance becomes obsolete (rescinded or expired).
23	<p>REPRODUCTION REQUISITIONS</p> <p>Consist of retained copies of reproduction requests. Used as suspense copy and follow up on material sent to the plant for reproduction. (1957-58)</p>	.1	Temporary. Destroy after 6 months. Cut off file at the end of six months and destroy six months thereafter.
24	<p>INDIVIDUAL SUSPENSE FILES</p> <p>These are 3x5 cards maintained by each editor in a visible Kardex file. Cards are moved to various locations within the file to denote status of pending issuance. (Current)</p>	.1	Temporary. Destroy when issuance has been published or cancelled.
25	<p>CLASSIFIED MAIL RECEIPTS</p> <p>Copies of receipts which are signed by courier at time of pick up of classified mail for delivery to addressees. (1957-58)</p>	.1	Temporary. Destroy after 1 year. Cut off at the end of each year; retain for one year and destroy.

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